

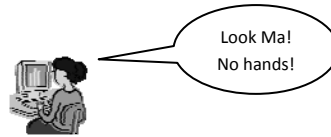
# Research Databases: They're Not Just for ~~Breakfast~~ Students!!



Please note: This handout is available online at <http://www.colacoll.edu/edenslibrary/helpstudentsfaculty.htm>.  
Click on "Making The Most of Library Databases"

Why should students have all the fun?! You can have fun with the library's research databases, too!  
Here's how...

→ **Search multiple databases at once**



Feel the power! Mine multiple databases with *one search!* Here's how:

EBSCO Databases (Academic Search Premier, ERIC, etc.)

1. From the Basic Search screen, click on "**Choose Databases**"
2. Place a checkmark in the box next to each database you'd like to search.
3. Click "OK." This will return you to the Basic Search screen.
4. Set your search limiters (peer-reviewed, date range, etc.) and begin your search!

DISCUS Databases (Expanded Academic ASAP, Educator's Reference Complete, etc.)

1. From the Search screen, in the upper right-hand corner, select "**Change Databases**"
2. This vendor automatically checkmarks *everything* they've got, which is probably overkill, but that's OK.
3. Click "Continue" (at top of screen). This will return you to the Search screen.
4. Set your search limiters (peer-reviewed, date range, etc.) and begin your search!

No more backing out of one database only to have to enter another and reproduce your search. Too time-consuming!

## → Create your own personal Research Folder

### EBSCO Databases

The first thing you need to do is **set up your profile by creating an account** (don't worry, it's free and easy!)

Click on "Sign Into My EBSCOhost" (top of screen)

Select "I'm a new user"

Fill out the information and click "Submit"

**Your profile is now set!**

\* Please note: In the future, each time you enter an EBSCO database and you want to access your Folder, you'll need to Sign-In (Sign-In located at top of Basic Search screen.)

Now you're ready to create a Folder! To create your Folder, simply...

1. Go into any EBSCO database(s) and Sign In
2. Perform your search
3. When you ID any articles you want to add to your Folder, simply click [Add to folder](#).
4. But, just as with a pet, you've got to give your folder a *name!* 😊
  - a. Click on the Folder tab (top of the screen)
  - b. You'll see your selected article(s) appear in a list. Click [New](#). (left-hand margin)
  - c. Name your (pet) folder. Include Notes if you like. Click "Save"
5. Notice that your selected articles do not automatically get moved to your newly created folder. You must move them there. Do this by selecting them (click the check-mark box), click on the **Move To** drop-down menu and click on your new folder's name! You'll see the folder's name appear over in the left-hand margin. To see what's in it, click the + sign next to it.

Notice in the upper-left-hand margin that you can put other things you find in the database into your folders.

- **Make your Folder available to others**

Want to spread the joy to students and colleagues? You can! EBSCO makes it easy!

1. Go into/access your Folder (Remember to Sign In if you haven't already; then click on the 'Folder' tab at the top of the screen.)
2. In the left-hand margin where your Folder are, select the one you want to share by clicking on it.
3. Click on [Share](#).
4. Type in the email address(es) of those with whom you want to share your Folder's contents. (If you have several email addresses (ei. a class) you may find it easier to cut-and-paste addresses.)
5. Click 'Invite'

And *voila!* The recipient(s) will receive an email inviting them to view the Folder's contents. In the email will be a Passcode that they will copy-and-paste into the 'Passcode' field from the 'Add Shared Folder' box. (Don't worry – there are viewing instructions in the email!)

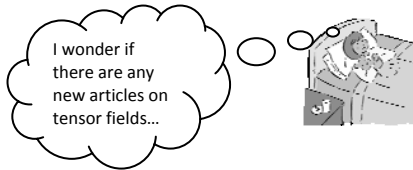
**The only catch...your recipients each need to have an EBSCO profile set up (like the account we just set up).** But because it's so quick and easy to do this, students can easily do it within the first day or two of class. (See sample Instructions at the end of this handout.)

**Sooo....**If you have a specific set of articles you want your students or colleagues to read, you can send your entire Folder right to them! **HOW COOL IS THAT?!**

→ **Keep the fun coming - Create a Search Alert!**



Do you ever lie awake at night pondering the exciting possibility of being alerted every time a new article on your favorite research topic is made available?!



.....No? (Hmmm...guess it's just us librarians.) Well, anyway...there *IS* a way to do this! It's easy.

1. Sign-In to an EBSCO database and conduct your search. (Don't forget – you can search multiple databases to potentially increase your results!)
2. Once you've tweaked your search and are happy with the wording of it, select **Search History/Alerts** (top of screen just below the Search box)
3. You'll see all the different searches you've conducted during your session. Select the one(s) for which you'd like to create an Alert by check-marking the box next to it
4. Click 'Save Search/Alert'
5. Fill in the requested information - Search Name and Description. (I usually just name it whatever the search phrase is.)
6. Click 'Save'

Now, whenever you Sign-In and access your Folder information, you can click on [Search Alerts](#) and see if anything new has become available since your last Sign-In.

## Sample Instructions for Creating Profile Account on EBSCO

If you decide you'd like to use the **Share Folder** feature with your students, below is an example of easy-to-follow instructions for students to use. (Feel free to cut-and-paste these directions into any of your class documents.)

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*Hello, students! Welcome to \_\_\_\_\_ class! As part of your required reading, I will occasionally Invite you via email to view certain EBSCO journal articles. In order to view these articles you must first create a free user profile account within EBSCO. To do this, please follow the directions below.*

1. Go to the Edens Library homepage: <http://www.colacoll.edu/edenslibrary/>
2. Click on 'Find Articles'
3. Click on 'Journals and Magazines'
4. Go into **Academic Search Premier** by selecting either On-Campus or Remote Access
5. Click on "Sign Into My EBSCOhost" (top of screen)
6. Select "I'm a new user"
7. Fill out the information and click "Submit"
8. Keep track somewhere of your User Name and Password; you will be signing in on a regular basis!

*Your profile is now set. Please note: In the future, each time you enter an EBSCO database and you want to access journal articles I've shared with you, you'll need to Sign-In (Sign-In is located at top of Basic Search screen.)*

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DISCUS – South Carolina’s Virtual Library is the “information place” for all South Carolinians. DISCUS – which stands for **D**igital **I**nformation for **S**outh **C**arolina **U**Sers – provides free access to an electronic library that’s available 24/7.



**PASCAL** leverages state funds, membership dues and grants to provide cost-efficient services to its member academic libraries.

PASCAL is the Partnership Among South Carolina Academic Libraries, a consortium of South Carolina's academic libraries together with their parent institutions and state agency partners. PASCAL fosters cooperation on a broad range of issues including shared licensing of electronic resources, universal borrowing, and ILS hosting.

### Examples of Databases Available

**Find Books** and more

Books, Media, Periodical holdings.



is a "...rapid book-delivery service provided by South Carolina's virtual academic library. PASCAL Delivers enables students and faculty at South Carolina's institutions of higher learning to request books from any academic library in the state with the click of a mouse. The books arrive at a patron's home institution in just a few business days. While PASCAL Delivers already serves many institutions across the state, the system continues to grow."

**Find Articles**

**Journals and Magazines**

 **Academic Search Premier**



**ERIC**

**Directory of Open Access Journals (DOAJ)**

**Newspapers**

**New York Times Full-Text (1851-2005)**

 **LexisNexis Academic**

**Reference**



**Dictionary of Literary Biography**



**Opposing Viewpoints Resource Center**

**Oxford African American Studies Center**